

Cheating

This leaflet explains the university regulations for cases of suspected cheating. It is intended as an outline only, the full regulations can be found in the rules and regulations section on ShuSpace. The link can be found at the bottom of the page under the University life tab.

If you are accused of cheating you should seek advice immediately. Please see the end of this section for details of who to contact.

WHAT DO THE TERMS MEAN?

Plagiarism

Where a student(s) includes in his/her own work a substantial unacknowledged portion of someone else's material. Examples include:

- the inclusion of several sentences or more from another person's work which has not been referenced in accordance with SHU conventions on academic referencing and citation;
- the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement;
- the substantial and unauthorised use of ideas of another person without acknowledgment of the source;
- Copying the work of another student e.g. computer programs, designs, experiment results.

Self- Plagiarism

This is where a student resubmits coursework that was originally completed and submitted by the student for another purpose, without acknowledgement (unless resubmission is allowed).

Irregular behaviour relating to examinations

Examples include:

- obtaining a copy of an 'unseen' written examination paper;
- taking unauthorised material/equipment into the examination room;
- communicating or trying to communicate with another student during an examination;
- reading or trying to read other candidates' examination scripts;
- Using non permitted electronically stored information e.g. on a mobile phone.

Collusion

Undertaking work with others, without acknowledgement. This includes knowingly permitting another student to copy all or part of your work to be submitted as that student's own unaided work.

Falsifying data

Presenting data in laboratory reports, project, dissertations etc based on experimental/experiential work which the student claims to have carried out but which he/she invented or obtained by unfair means.

Impersonation

Behaviour leading to the assumption by one person of the identity of another person with the intent to deceive or to gain unfair advantage.

Dishonest Practice

Any form of dishonest practice not specifically identified by the above definitions. e.g. actual or attempted bribery.

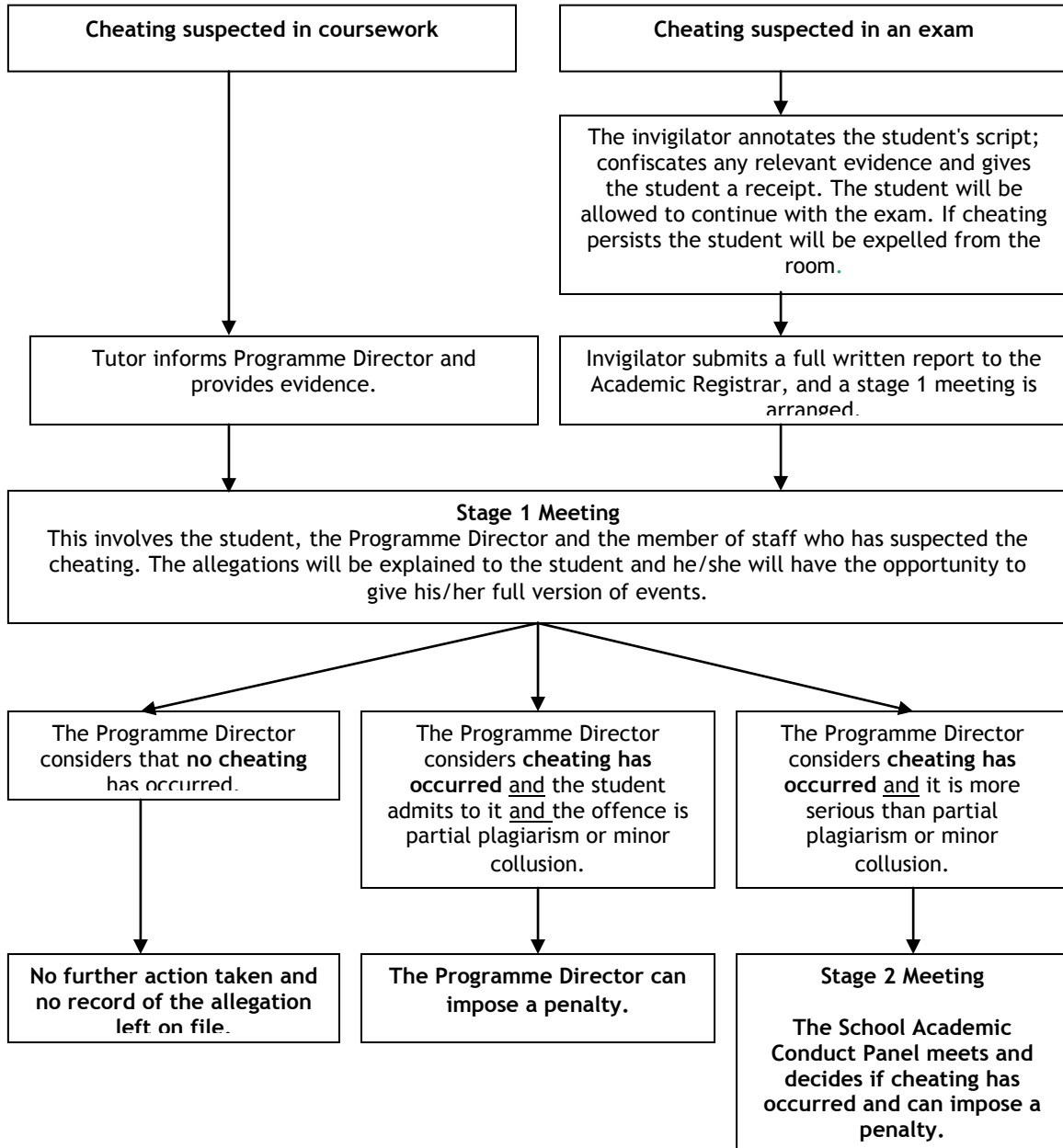
NB. Groupwork If cheating is suspected in groupwork and it cannot be established which individual is responsible the whole group will be deemed responsible, provided that there is sufficient evidence to substantiate the allegations on the balance of probability.

WHAT CAN I DO IF I'M ACCUSED OF CHEATING?

- Seek advice from the Advice Centre as soon as possible;
- Prepare your response to the allegations by drafting a statement;
- Get together any evidence to support your case;
- If you have cheated, it is advisable to admit to it;
- You can take along a friend or member of the Students' Union to your meeting.

NB. If you are unable to attend any meeting or you choose not to participate in the proceedings, the meeting may proceed without you. If you are unable to attend a meeting, you can submit in advance to the panel an account of events or other comments for them to consider.

What are the university procedures?



HOW DO THE PANEL DECIDE UPON A PENALTY?

The Academic Conduct Panel will assess the seriousness by considering:

- **Level of study**
Acts occurring at levels 5 or 6 of undergraduate work and at postgraduate level will normally be considered to be more serious than those occurring at level 4.
- **Previous learning background**
For e.g. International students who may have a different learning background, the panel will look at whether the student is familiar with current UK and Sheffield Hallam University's academic conventions and expectations.
- **Intent**
An act which is planned in advance will normally be considered more serious than one which is committed on the spur of the moment.
- **Extent of cheating**
An act which involves a substantial degree of cheating will normally be considered more serious than one which involves a lesser degree of cheating (for example the plagiarism of several pages of text, as opposed to a few sentences). An act which is sustained and/or repetitive will normally be considered more serious than an act which is committed on a single occasion.
- **Previous history of cheating**
Repeated acts of cheating will be considered more serious than an initial instance.
- **Impact on other students**
An act which has an adverse effect on the standing or well-being of another student(s) will be considered more serious than an act which affects only the person cheating.
- **Whether theft or falsification was involved**
It is more serious to steal someone else's work without their knowledge or to falsify results than to obtain results from someone else with their agreement but without acknowledgement

WHAT ARE THE SANCTIONS

At Stage 1:

- 1) A warning (*the original mark will stand*).
- 2) Resubmit the assessed work for the assessment task affected by cheating (i.e. coursework of the same title and content). The resubmitted work receives a capped mark (*the first mark will be recorded as 1% and the second mark is capped at 40%*).
- 3) Submit a new piece of work for the assessment task affected by cheating. This would normally be a different title (requiring different content). The work receives a capped mark (*the first mark becomes void and the second mark is capped at 40%*).
- 4) Submit a new piece of work for the assessment task affected by cheating, for which the Academic Conduct Panel may set either the same or a different title or topic. The work receives a capped mark and the overall module mark is capped at 40%.

Stage 2:

Any sanction available at stage 1 (see sanctions 1-4 above) plus a mark of zero, right through to removal from the course. Full sanction details are in the cheating regulations.

CAN I APPEAL?

Yes. At stages one and two you can appeal but it must be on one or more of the grounds specified in the Appeals procedures. Please see the Appeals leaflet for further information. You must appeal within 10 working days of receiving the decision.

If you want to continue your appeal after stage 2, you can ask the Office of the Independent Adjudicator (OIA) to consider your case. This must be done within 3 months after exhausting the appeals procedure at stages 1 and 2. The OIA operates an independent student complaints scheme, and there is no charge. You must apply using a Scheme Application Form which is available from the OIA (please see contacts list)

CONTACTS

Advice Centre

The HUBS
Paternoster Row
Sheffield
S1 2QQ
Tel: 0114 225 4148
Fax: 0114 225 4943
Email: advicecentre@shu.ac.uk
Web: www.hallamunion.org/advice

Student & Learning Services

Sheffield Hallam University
City Campus:
5th Floor, Owen Building
Tel: 0114 225 3813

Collegiate Crescent Campus:
Heart of the Campus
42 Collegiate Crescent
Tel: 0114 225 2491

Minicom: 0114 225 3964
Email: guidance@shu.ac.uk

Office of the Independent Adjudicator

3rd Floor
Kings Reach,
38-50 Kings Road,
Reading RG1 3AA
Tel: 0118 959 9813
www.oiahe.org.uk